

## **Distance Learning Course Implementation Procedures**

### **1. Definitions.**

a. Learning management system (LMS). A LMS consists of software and procedures that combine to administer training activities. The LMS automatically registers students in a course, tracks their progress, and records and reports relevant data to students, course managers, and personnel record systems.

b. Reimer Digital Library (RDL). The U.S. Army Training Support Center (ATSC) operates and maintains the RDL at Ft. Eustis, VA in accordance with Army Regulation (AR) 25-30, *The Army Integrated Publishing and Printing Program* and TRADOC Regulation (TR) 25-30, *Preparation, Production, and Processing of Armywide Doctrinal and Training Literature (ADTL)*. The RDL is an electronic repository of digitized training and training support materials and doctrinal reference products such as Field Manuals, Training Circulars, and Technical Manuals. Some courseware is available through links between the RDL and proponent schools. The RDL is available via the Internet; however, access to courseware and some proponent-restricted doctrine are password protected.

c. TRADOC Educational Data System – Redesign (TREDS-R). The TREDS-R, operated by the ATSC, provides LMS support to the Army Correspondence Course Program (ACCP). It enrolls students, administers the distribution of training materials, grades and records student examinations, and maintains student demographic and academic statistical data. The TREDS-R links with the Army Training Requirements and Resources System (ATRRS) to provide an interim LMS capability for Department of the Army-directed and quota-managed training delivered by distance learning (DL), as well as self development training.

### **2. Courseware Redesign for DL.**

Courseware associated with selected U.S. Army training courses must be redesigned for complete or partial delivery to students via DL delivery media. The HQ TRADOC Deputy Chief of Staff for Training (DCST), Training Development and Analysis Directorate (TDAD) selects and prioritizes courses for courseware redesign in accordance with the policies and procedures in The Army Distance Learning Program (TADLP) Campaign Plan. The TDAD records the courses on the TRADOC Master DL Course Priority List and coordinates with the applicable proponent schools to determine the approximate number of course hours that they will deliver by DL. The schools also provide an estimate of how these hours will be allocated among the various delivery media available, i.e., video teletraining (VTT), web-based training (WBT), compact disk read-only memory (CD-ROM), video tape (VT), or print. Based on the percentage of hours allocated to each medium and the current per hour cost for each medium, TDAD calculates the estimated cost of courseware redesign for each course on the list.

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### 3. Annual Courseware Redesign Plans.

The projected rate of courseware redesign is based on an annual target goal of 31 courses per year through FY02 and 47 courses per year thereafter. Annually, the TDAD develops a proposed courseware redesign list following command guidance and Army needs in selecting courses. The estimated per-course redesign costs are applied against funds provided in the Army Program Objective Memorandum (POM) for this purpose. The list, which is as extensive as funding allows, is submitted by TDAD to the TRADOC Assistant Deputy Chief of Staff for Training-East (ADCST-E) for approval. Once the list is approved, TDAD notifies the appropriate schools and the ATSC Individual Training Support Directorate (ITSD) of the courses.

### 4. Funding Courseware Redesigns

The DCST Program Management Directorate (PMD) instructs the Deputy Chief of Staff for Resource Management (DCSRM) to release funds for courseware redesign. The DCSRM provides funds via a Fund Allowance Document (FAD) to the Commander, ATSC to procure contractor training-development support under the DL XXI contract administered by ATSC. Schools may, on a case-by-case basis, request waiver of contractor support under the DL XXI contract so that they can accomplish redesigns using in-house resources or local contractual support. The waiver must be approved by ADCST-E. Funds will then be distributed by ATSC to the approved school.

### 5. Course Administrative Data (CAD) Submittal.

The TDAD (ATTG-C) notifies the TRADOC Training Operations Management Activity (TOMA) (ATOM-P) when funds are released so they can direct proponent schools to submit appropriate CAD. The proponent schools prepare, coordinate, and submit to TOMA separate CAD for each DL course and course phase. In accordance with TR 350-70, *Systems Approach to Training Management, Processes, and Products*, CAD must be submitted at least 36 months prior to the fiscal year in which a new or revised course will be implemented. Therefore, schools begin CAD preparation as soon as they receive notification that their courses are on the approved DL redesign list. The CAD provides critical planning information needed by quota managers, schools, and personnel systems to ensure that students and instructors are at their appropriate locations at the correct time to meet Army requirements. The CAD is the source of administrative information included in the preface pages of programs of instruction (POI). It identifies coordinated training start dates, optimum class sizes, course or phase lengths, instructor contact hours, and equipment and ammunition requirements. Additionally, for courses that are partially or totally delivered as distance learning, there is an interim policy memorandum directing the schools to submit supplemental information with the CAD and POI. (Reference ATOM-P memorandum, dated 28 Feb 01, subject: Interim Policy.) Proponents must consider the following areas as they determine the DL course/phase strategy and provide this information with the CAD or POI:

- a. Review the synchronous and asynchronous DL models at attachments 1 and 2 and the sample DL course models in TR 350-70, paragraph II-9-4. Identify the training paths, sequences, and strategies to the phase level for course CADs and module/lesson level for phase CADs.

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b. Indicate if phases must be taken in sequence (i.e., if one phase is a prerequisite for another phase) or if sequencing is immaterial. Also indicate if students may be enrolled in two or more phases simultaneously.

c. Identify the DL delivery media used in the course or phase.

d. Indicate if the course or phase provides synchronous or asynchronous training or a combination of both.

e. Indicate if the training must be taken at a TADLP Digital Training Facility (DTF) or if course work may be completed in the student's home or office.

f. Indicate the maximum time allowable (in days) for the student to complete the course or phase.

g. Indicate the maximum delay time (in days) allowable between completing one phase and starting the next so as to prevent learning or skill decay.

h. Indicate the number of academic hours in the course or phase. Also indicate the length of training in the course or phase (i.e., the total academic and administrative hours).

i. If quota-managed, indicate if students may take the course or phase as stand-alone training, as self-development, or as self-motivational training (i.e., for sustainment, refresher, or personal improvement) using correspondence school code 553.

j. Indicate if the course or phase replaces another course or phase. If so, identify the course or phase. Indicate if both courses and phases must remain in the ATRRS, and if so, for how long.

### 6. Actions Upon CAD Approval

Once the CAD is approved, TOMA provides ATSC (ITSD) course data and the training strategy/phase-level map. This enables ATSC to monitor progress of the courseware redesign process and to determine how the courseware will support quota-managed training. The information allows ATSC to identify requirements for read-ahead materials or other training support materials that must be reproduced, assembled, packaged, and mailed to students enrolled in the DL course or phase. The TOMA analyst enters course or phase data into the Army Training Requirements and Resources System (ATRRS) identifying appropriate select codes to annotate DL. The analyst also enters information that will appear as reporting instructions in the soldier's orders.

### 7. Requirements Solicitation.

The course solicitation process takes place in accordance with Army Regulation 350-10, *Management of Army Individual Training Requirements and Resources*. Depending on the timeframe in which it occurs, requirements are either solicited through the Total Army Centralized Individual Training Solicitation (TACITS) process, or as an out of cycle solicitation.

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### **8. POI Submittal.**

Proponent schools prepare, coordinate, and submit a POI to TOMA (ATOM-P) for each DL course. In accordance with TRADOC Regulation 350-70, POIs must be submitted at least six months prior to implementation of a new or revised course. The proponent fully coordinates the training start date, the optimum class size, course length, instructor contact hours, equipment and or training device requirements, and ammunition requirements with TOMA. The POI is formatted in accordance with the POI Management Model (POIMM) users' manual.

### **9. Actions Upon Approval of the POI.**

As an interim measure, once the POI has been approved, TOMA (ATOM-P) notifies the Headquarters, Department of the Army (HQDA) Deputy Chief of Staff for Personnel (DCSPER) proponent for ATRRS to code the course or phase number as a valid DL course. The ATRRS will then provide course/phase data directly into the TRADOC Education Data System-Redesign (TREDS-R) maintained by ATSC. At this time, communications connectivity is established between the ATRRS and the TREDS-R to identify students with reservations. The TOMA also provides a copy of the approved POI to ATSC (ITSD) to inform them of the final course configuration and requirements for training support materials and read ahead materials.

### **10. Help Desk Operations.**

a. The ATSC operates a primary help desk to respond to DL administrative issues and questions concerning the Reimer Digital Library. The telephone number is 1-800-275-2872 (1-800-ASK ATSC) and the hours of operations are from 0730 to 1700 Eastern Time, Monday through Friday. Callers requesting information concerning course content will be referred to the designated subject matter point of contact (POC) cited in the welcome letter that the caller received (see paragraph 11, Step 5).

b. The proponent schools will designate POCs to respond to questions concerning course content from students enrolled in their respective courses or phases.

c. The Program Manager (PM) TADLP at Fort Eustis, VA, provides technical assistance for hardware or software installed in TADLP DTFs. Assistance is available 24 hours a day, 7 days per week, through direct call or by paging system. The telephone numbers are 1-877-815-9861 (toll free) or locally at (757) 878-4745.

### **11. Student Management.**

The following procedures govern the management of the DL student's experience from selection through training, testing, graduation, and recording.

Step 1: Upon a soldier's centralized selection for training, the quota source (QS) organization's QS manager verifies the soldier's qualifications, completion of prerequisites, personal information, and mailing address. The QS manager notifies the soldier of the selection for training, advises of any prerequisites that must be

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completed, and submits a reservation request through the ATRRS. When applicable, the soldier advises the QS manager if he/she will accomplish course work at a DTF or at home.

Step 2: The ATRRS accepts reservations for valid quotas and automatically, via ATRRS and Internet messages, provides preliminary notification to the proponent major Army command (MACOM) and school, the DTF (if applicable), and the soldier's MACOM and installation that a valid reservation exists for the soldier in the course or phase or that the soldier has been placed in a wait status pending availability of a training vacancy. The ATRRS message also includes information that the soldier's installation or unit will need to publish orders assigning the soldier to the training course for duty.

Step 3: The installation notifies the soldier's unit of the reservation or wait status. The unit must cancel or confirm the reservation and verify the student's mailing address through the QS manager to the ATRRS within three working days of the receipt of the reservation notification. If the reservation is cancelled, the unit may submit a qualified substitute to the QS manager. The QS manager submits the substitution back to the ATRRS which reports it to the agencies listed in step two.

Step 4: The ATRRS notifies ATSC (ITSD) of the confirmed reservation and the soldier's verified mailing address.

Step 5: Within five working days of the receipt of the confirmed reservation, or notification of wait status, from the ATRRS, ATSC (ITSD) sends out training/ training support material, if applicable, a welcome letter from the proponent school, and a letter to the soldier's unit commander. The welcome letter contains school information, the name and e-mail address of a designated subject matter POC, a uniform resource locator (URL) address for the course, an overview of the course content, an individual DL study plan, and any instructions needed to register or enroll in the course. The letter to the unit commander explains the commitment that the soldier must make and solicits the Commander's support and encouragement. Guides for preparing these letters are at attachments 3 and 4.

Step 6: The soldier's installation or unit publishes orders directing the soldier to receive the training. The orders indicate the location where the training will be received and the period of time that the training course will last as indicated by the ATRRS. The orders will apply to all phases of the course. They will identify phases that will be executed only upon successful completion of preceding phases. They will include information concerning the maximum time allowed for each phase and the maximum delay time allowed between phases to prevent skill decay, as shown in the ATRRS. They will also include logistical instructions e.g., billeting arrangements and per diem and rental car authorizations, when applicable. This information will be drawn from the ATRRS SH screen and PF9 text screen. If the soldier is to receive training at a DTF, the orders include the address or building number for the DTF and telephone number for the DTF manager. (Note: DTF managers' numbers are also available at

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<http://www.tadlp.army.mil/DTFMangers.htm>). The orders also include the URL address for the DL course or phase and instructions on how to obtain a user ID and password that will allow the soldier to log onto the system to register for the course.

Step 7: The soldier follows instructions to access training by logging onto the system, through the TREDs-R, either at a DTF or from his/her home or office. At this point the soldier is officially a student in the course or phase.

Step 8: Each school should use whatever testing method they are capable of using to create and grade tests. For the interim, schools will continue to use their current tests and comply with the Interactive Multimedia Instruction (IMI) grading policy.

Step 9: For examinations residing in TREDs-R, test scores are recorded in TREDs-R and provided to the student by ATSC (ITSD). The TREDs-R transmits a performance file to the ATRRS indicating if the student passed or failed the examination.

Step 10: A DA Form 1059, *Service School Academic Evaluation Report*, is required for each phase, whether completed or not. The ATRRS automatically generates and sends a DA Form 1059 to the student, the unit, and the appropriate military personnel records service center. NOTE: A student's failure to meet standards required for completion of a phase will be noted on the Form 1059 when applicable.

Step 11: Upon receipt of the DA Form 1059 verifying completion of the DL phase, the unit executes the portion of the orders that sends the student to the next phase in residence at the proponent school or The Army School System (TASS) battalion, when applicable.

Step 12: The student attends the resident phase.

Step 13: The ATRRS issues a DA Form 1059 to notify all concerned, including the personnel records custodian, of the soldier's completion of the course. The soldier's personnel records are then updated in accordance with AR 600-8-104, *Military Personnel Information Management/Records*.

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